

Gateway Training

The Indiana Gateway for Government Units (Gateway) is one portal, or access point, that local governmental units use to submit information to the State.

The Gateway increases the efficiency in the collection and decimation of local government financial information.

It also provides taxpayer-friendly reports and interactive research tools online, dramatically increasing transparency and accessibility of local government financial information for the citizens and taxpayers of Indiana.

Gateway Training

The Gateway was developed as a collaborative project among the Department of Local Government Finance (DLGF), the State Board of Accounts (SBOA), and the Indiana Business Research Center (IBRC) at Indiana University's Kelley School of Business as part of the Information for Indiana (IFI) initiative.

IBRC also hosts and maintains the site. Funding is provided by IBRC and the State of Indiana.

Gateway Training

Gateway Applications

SBOA

Annual Report – Due March 1
100R – Due January 31

DLGF

Budget
Debt Management
Property Files Upload

The official in office during the respective filing period is responsible for filing the report.

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Important Web Sites

SBoA Main Page: <http://www.in.gov/sboa/3700.htm>
 SBoA Annual Report Page: <http://www.in.gov/sboa/3700.htm>
 SBoA 100R Page: <http://www.in.gov/sboa/3923.htm>
 DLGF Main Page: <http://www.in.gov/dlgf/index.htm>
 DLGF Gateway Page: <http://www.in.gov/dlgf/8918.htm>

Gateway Logon Page:
<https://gateway.ifonline.org/login.aspx>

Gateway Public Access Page:
<https://gateway.ifonline.org/>

Gateway Training

Getting Help

User Guides
 Videos

E-mail
 For SBoA applications, annualreport@sboa.in.gov
 For DLGF applications, gateway@dlgf.in.gov

Gateway Training

One Common ID to Access All Applications

User ID is your e-mail address.
 When you get your County e-mail address, please
 send an e-mail to annualreport@sboa.in.gov to
 request an ID to be setup in Gateway.

Also indicate who is the outgoing Auditor so we
 can inactive them.

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Permissions

Each user may have access to one or all of the Gateway applications. The user can also have different permission levels for each application.

Submit – User can add/change/delete information. User can also submit the report. Only one submitter for each unit and it should be the responsible official, i.e. the County Auditor

Edit – User can add/change/delete information. However, user can NOT submit the report.

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Permissions

Read – User can view the information, but cannot add/change/delete.

If you make staff changes, you may need to request some Gateway users to be inactivated and new users added. When you send your request for a Gateway User ID you can also request a list of Gateway users for your County for your review.

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Gateway 100R Overview

IC5-11-13-1

Local Governmental Units are required to submit to the Board of Accounts a Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R).

Due January 31

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Gateway 100R Overview

Report the following for all people employed by the unit for the previous year:

Employee Name
Office or Department
Business Address
Job Title, Position, or Duties
Compensation – Total amount paid to the employee during the previous year.

Also answer questions regarding benefits and nepotism.

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Gateway Annual Report Overview

IC 5-11-1-4

Local Governmental Units are required to submit to the Board of Accounts financial reports for the past year.

Due 60 days after year end, March 1

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Gateway Annual Report Overview

Report the following:

Cash and Investment Balances for each Fund
Receipts and Disbursements for each Fund
Debt
Leases
Capital Assets
Accounts Receivable and Payable
Grants
Financial Assistance to Non-Governmental Entities
Schedule of Officials
